

13 FAM 370

MANDATORY TRAINING FOR CLASSIFIERS OF NATIONAL SECURITY INFORMATION

(CT:TPD-21; 09-25-2014)
(Office of Origin: FSI)

13 FAM 371 TRAINING MANDATORY FOR DEPARTMENT OF STATE EMPLOYEES

(CT:TPD-21; 09-25-2014)
(State Only)
(All State Employees)

- a. To meet the requirements of the Reducing Over-Classification Act of 2010 (Public Law 111-258) and Executive Order 13526, Classified National Security Information, Department of State employees with original or derivative classification authority for national security information must complete training on proper classification marking. The prescribed Foreign Service Institute (FSI) course is "Classified and Sensitive But Unclassified Information: Identifying and Marking" (PK323).
- b. The training is mandatory:
 - (1) On an annual basis for all employees who have original classification authority; and
 - (2) On a biennial basis for all employees who classify information by using information already classified by another source or who classify based on a classification guide (derivative classification). Any employee with a security clearance may make a derivative classification decision.
- c. Bureaus are responsible for:
 - (1) Identifying which of their employees require annual training, and which require biennial training (collectively, "covered employees") and providing a list to A/GIS/IPS;
 - (2) Ensuring that covered employees complete the prescribed training prior to classifying information; and
 - (3) Suspending classification authority for those covered employees who fail to complete the prescribed training, and reporting those employees' names to A/GIS/IPS annually with a description of how the classification authority was suspended.

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Training and Professional Development

- d. Individuals with original or derivative classification authority are responsible for:
 - (1) Monitoring their training and taking the mandatory training either annually or biennially depending on whether they are original or derivative classifiers; and
 - (2) Providing the designated bureau training official in their Executive Office and/or Human Resources Office with their transcript or certificate of completion showing they have met the mandatory training requirement.
- e. FSI is responsible for providing the Office of Information Programs & Services (A/GIS/IPS) a quarterly report of State employees, by bureau, who have completed the course "Classified and Sensitive But Unclassified Information: Identifying and Marking" (PK323).
- f. A/GIS/IPS is responsible for providing bureau Executive Offices with a list of their employees who have completed the training and receiving and maintaining the bureau Executive Office certifications indicating that their employees who have original or derivative classification authority have met the mandatory training requirement.

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